

**POPE CONFERENCE CENTER**  
**AUDIO SOUND AND PROJECTOR SCREEN**  
**FORM**

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The Pope Conference Center Audio Sound and Projector Screen usage will be available for an event during the rental of the facility under the following guidelines and conditions:

- It will be the responsibility of the person/organization requesting the facility for the event to let the Pope Conference Center management/staff know you will be needing audio sound and the projector screen for your event when you receive the event request application.
- It will be the responsibility of the person/organization requesting the facility for the event to provide the name and contact information of the designated person that will be in charge of the audio sound and projector screen usage for the event to the Pope Conference Center management/staff no less than two weeks prior to the date of your event.

**The Pope Conference Center management/staff will be responsible for showing the designated person how the audio sound and projector screen operate.**

- It will be the responsibility of the person/organization requesting the facility for the event to make sure their designated person has all the instructions needed for the audio sound and projector screen prior to the event and responsible for any fees that person may charge.

As the person/organization completing the event request application, I fully acknowledge and agree to all of the guidelines and conditions listed above. I fully acknowledge and understand the Pope Conference Center management/staff will not be responsible for making sure the audio sound and projector screen be operating during my event, it is my responsibility to provide a designated person to the Pope Conference Center management/staff prior to the event, so that person will be knowledgeable of the equipment. I fully acknowledge no other person other than the designated person listed below will be allowed to operate the equipment during the event. I will be responsible for all damages to the equipment if anyone other than the designated person is allowed to operate the equipment.

**Note: A Non Refundable \$50 Fee For Staff Time or Usage Is Required For The Audio Sound And Projector Screen.**

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Responsible Event Contact Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pope Conference Center Staff

\_\_\_\_\_  
Date

